



MEMORANDUM

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TO: All LSC TIG Web Site Grantees
FROM: Jennifer Bateman, Program Analyst 
DATE: July 31, 2003
RE: Web Site Evaluation Tools

Many TIG Web Site grantees are ready to begin the evaluation phase of their Statewide Web sites. The TEP tools that have been available on the LStech.org Web site are currently in the process of being tested and revised by MIE. We anticipate that the editing and publication of the tools will be completed in the next few weeks. **Use of the untested tools will not meet the final milestone requirement for payment on the TIG Web Site grants.** Please wait until further notice from LSC, before utilizing these tools, if you wish to use them to obtain payment for milestone completion.

LSC is coordinating with NTAP to provide session this fall to train grantees on how to fully utilize the evaluation tools and also how to submit a request for TIG grant payment. There will also be a session addressing this topic at the annual TIG Conference in January 2004.

If you have any questions about this memorandum, please contact me at 202.295.1541 or by email at batemanj@lsc.gov. **This memo only applies to Web site grantees.** If you have a question about evaluation on another type of grant, please feel free to contact your assigned LSC TIG staff person. Glenn Rawdon can be reached at 202.295.1552 or by email at grawdon@lsc.gov, and Joyce Raby can be reached at 202.295.1554 or by email at jraby@lsc.gov.